

ASSISTANT DEPUTY DIRECTOR OF FIRE SERVICES
(DEPUTY FIRE CHIEF)

POSITION SUMMARY: Under the general direction of the Deputy Director of Fire Services, this position serves as the Assistant Deputy Director of Fire Services. This position performs a variety of complex administrative, supervisory, and professional public safety work, overseeing personnel and general operations of the Fire Services Division and performs related work as required. The Assistant Deputy Director assists the Deputy Director with planning, coordinating, assigning, training, developing, and supervising the work of subordinate personnel.

This position involves directing the operations of the Fire Services Division and coordinating, managing, and providing overall supervision of the operational activities of the Division. Work requires the use of reasoned judgment and specialized knowledge and skills in appraising the effectiveness of firefighting techniques. Work is performed in accordance with established policies and procedures, but much latitude exists for the exercise of judgment and discretion. Work is reviewed through observation, discussion, and review of reports.

SUPERVISION RECEIVED: Work is performed under the direction of the Deputy Director of Fire Services. In the absence of the Deputy Director of Fire Services, work is performed under the direction of the Director of Police and Fire Services.

SUPERVISION EXERCISED: Supervision is exercised over subordinate fire service personnel.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provide operational leadership for the Fire Services Division of the Wyoming Department of Public Safety. Assist in the analysis and strategic planning of departmental and organizational missions and goals. Assist in the establishment of department policies and procedures to comply with local, state, and federal regulations, and to support professional safety standards.
2. Plan, organize, direct, and implement fire prevention, fire suppression, emergency medical programs, services, and training for a combination full-time, part-time, paid-on-call, and dual-trained employees. Direct the inspections of buildings and other properties for fire hazards and enforcement of fire prevention ordinances. Develop, direct, and oversee the public fire prevention education and safety awareness programs.
3. Minimize the loss of life and property due to fire and emergency medical incidents through efficient use of operational, technical, and human resources.
4. Assist the Deputy Director in preparing, submitting, and monitoring the annual budget, policy formulation, establishment of procedures, and accountability for results. Research

information, prepare reports, and make recommendations to the Deputy Director of Fire Services.

5. Provide effective leadership of all personnel. Coordinate activities by scheduling work assignments, work schedules, setting priorities, and directing the work of subordinate employees; evaluate and verify employee performance through the review of completed work assignments and work techniques; provide timely coaching, training, and performance evaluations for subordinate employees.
6. Assist with labor relation issues, ensuring that proper labor relations and conditions of employment are maintained.
7. Recommend personnel policies and oversee the department's professional standards, functions, and processes, including accreditation through the Commission on Fire Accreditation International.
8. Keep abreast of legislative and regulatory developments, new techniques, and current issues through continued education and professional growth.
9. Act as department spokesperson as directed by the Deputy Director or designee.
10. Make public presentations on a number of department related subjects to various organizations when assigned or requested.
11. Review reports and complaints. Investigate inquiries and/or complaints made by citizens, businesses, or other personnel. Follow up on corrective actions and ensure that responses are provided.
12. Complete research and prepare and present clear and concise correspondence, records, and reports.
13. Represent the department and the Deputy Director at various meetings and conferences, keeping him/her apprised of significant events involving the Fire Services Division. Serve as a liaison to other City departments, agencies, boards, commissions, and businesses.
14. Ensure that the Deputy Director of Fire Services is advised of the status of important department issues.
15. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A. A bachelor's degree in fire science, public administration, or related field is preferred; or

related education and experience in the field of fire science as instructed by the Director of Police and Fire Services.

- B. Has attained the rank of Captain, Battalion Chief, or comparable rank and has served in that rank for at least three years. Must have five years of operational experience, including command experience, and three years of administrative experience, including strategic planning, budgeting, and management.
- C. May be required to be certified as a Firefighter II in Michigan per NFPA 1001. Licensed Medical First Responder (EMT/Basic preferred) may be required. Certified as Hazardous Materials Operation may be required.
- D. Graduation from an approved advanced leadership development training program.
- E. Knowledge of department organization, personnel, rules, regulations, policies, procedures, and labor relations.
- F. Extensive knowledge of applicable local, state, and federal laws, codes, ordinances, and the limitations of fire authority. Thorough understanding of city government processes.
- G. Extensive knowledge of modern firefighting, fire prevention, and fire investigation practices, management principals, and techniques.
- H. Extensive knowledge of the duties, functions, and responsibilities of subordinate personnel. Ability to motivate, train, develop, coordinate, and direct subordinate personnel. Knowledge of management principles. Understanding of criteria to use in evaluating performance and progress of personnel.
- I. Considerable knowledge of the geography, streets, and important locations within the City.
- J. Ability to communicate and present information effectively, both in verbal and written manner, to varied audiences including the media and appointed and elected officials at all levels of government.
- K. Ability to coordinate resources to accomplish organizational objectives and goals.
- L. Knowledge of budgeting principles and the ability to direct and monitor the preparation and implementation of departmental budgets.
- M. Ability to present a professional leadership image to the organization and to the public, both on and off duty.
- N. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department.

- O. Ability to be decisive and firm in making both crucial and routine decisions. Ability to think and act quickly and effectively in emergencies and under stressful conditions.
- P. Ability to prepare, review and submit accurate department records and reports.
- Q. Ability to plan, organize and direct the functions of the Fire Services Division.
- R. Considerable knowledge of computers and related software, with equally considerable knowledge of fire services reporting, input of narrative information, statistical information, training and investigative efforts, and their outcomes.
- S. Possess valid, unrestricted Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a fire station setting. The noise level in the work environment ranges from noisy in the field to quiet in the fire station. The employee may be exposed to severely hazardous conditions including fire and smoke. In some situations the employee may encounter very dangerous working environments including assisting other firefighting personnel at incident scenes. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the employee to don appropriate protective gear including respirators. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights, and in all types of weather. The employee is required to drive in inclement weather.

The employee may be required to take a physical examination in accordance with NFPA standards and report to the Deputy Director of Fire Services any physical conditions that may interfere with the performance of his or her duties.